

PROPOSED

C I A

RECORDS ADMINISTRATION PROGRAM

PURPOSE

1. In keeping with the intent of Congress, as set forth in the Federal Records Act of 1950, Central Intelligence Agency is re-emphasizing its continuing effort for the economical and efficient administration of Agency records.

SCOPE

2. The Agency's Records Administration Program consists of the following elements for effective paperwork procedures:

- a. Records Disposition, Vital Records, and Records Center Operations.
- b. Filing Systems, Equipment and Supplies.
- c. Forms, Reports, and Correspondence

COMPONENT PROGRAM

3. The Program will be conducted on a decentralized basis through the Agency's Major Components. Each Major Component will designate a Records Officer to administer the Component Program.

CENTRAL DIRECTION

4. The Agency's Records Administration Staff will administer the Program and provide Agencywide Staff assistance, advice, and guidance as follows:

- a. Policies, Standards, and Procedures
  - (1) Prepare Agency Regulations, Notices, and Handbooks as needed to develop the Program.
  - (2) Adapt for Agency use U. S. Government announced Policies, Standards, Guides, and Procedures.
- b. Records Administration Services
  - (1) Assist components inventorying records holdings and preparing disposition schedules.

- (2) Direct the Agency's Vital Records Program in accordance with Executive Order.
- (3) Operate the Agency Records Center for inactive records, Vital Records, and permanent archives.
- (4) Develop filing systems and procedures to meet the Agency's unique needs.
- (5) Assist components to select and install file plans.
- (6) Assist components to select filing equipment and supplies.
- (7) Maintain the Central Record of all Agency forms.

a. Periodically review all Agency Forms.

- (8) Review specifications on forms to be printed commercially.
- (9) Recommend efficient reports and correspondence practices.
- (10) Provide records administration assistance to certain Agency Offices and Staffs having no Records Officer.
- (11) Conduct Records Administration Surveys upon request.
- (12) Provide records administration liaison with the National Archives and Records Service and Other Agencies.

c. Component Program Reviews

- (1) Periodically review the Records Administration Programs in Agency components.
- (2) Advise components of the results of the review.

d. Program Promotion

- (1) Promote the Records Administration Program and good paperwork practices through Agency publications.
- (2) Stimulate a beneficial records consciousness among employees with approved displays and exhibits.
- (3) Present briefings on records administration topics at Staff Meetings throughout the Agency.
- (4) Offer educational lectures on current developments in records administration.
- (5) Conduct special records administration campaigns as directed or approved.
- (6) Arrange periodic meetings of Component and Area Records Officers.

e. Records Administration Training

- (1) Develop a records administration training schedule of progressively greater scope for use by all levels of Agency Records Officers and Administrative Officers.
- (2) Develop and present Records Administration Workshops in collaboration with OIR for Agency employees.
- (3) Coordinate external training of Agency personnel in Records Administration courses.
- (4) Coordinate a retention program of "On-the-Job" Training for Agency, Component, and Area Records Officers.